VOICE RECOGNITION ENTRY (VRE) REPORTING INSTRUCTIONS

Survey data can be submitted by calling the toll-free number 1-800-428-9659. We refer to this system as the Voice Recognition System (VRE), however responses can be made either by speaking into the phone or using the touchtone keypad. During a call, you can use either method interchangeably. For example, you may prefer to key your values, but say "yes" or "no" to confirm entries.

In addition to the data to be reported, please be sure to have your 11-digit Census File Number (CFN) ready to enter into the system. Your CFN is printed in the boxes located in the center of your M3 report form.

NOTE: The VRE system is online 24 hours a day, every day. If you are unable to get through after several attempts, we could be experiencing a power failure or telecommunications problem. In that event please call (301) 763–4832.

The VRE system allows you to report data for more than one report and/or more than one month.

If you choose to submit your data by VRE, please do not send in your report form. Notify your census contact if you do not want to continue receiving the monthly report form.

HELPFUL POINTERS:

- You may use your voice or a touchtone telephone to report your data.

- Confirm your response by saying yes or pressing "1" after the computer has repeated your correct response.

- Cancel your response by saying no or pressing "2"; then say or enter the correct response.

- Say or enter a leading zero to report a negative number; for example, to enter a value of -$525, say or press "0525".

- Say or enter a zero only when the value for an item you usually report is actually zero. **If you do not have data for an item, say blank or press the pound key (#)**.

The star key (*) has two functions:

- **Starting over** – Before you begin reporting data items, pressing the star key will take you back to the beginning.

- **Skipping to the end** – After you begin reporting data items, pressing the star key will take you directly to the final questions about organizational changes and additional reports.

HOW TO CORRECT PREVIOUSLY REPORTED DATA

You can correct data reported for any of the previous 11 months. If you have corrections to the previous year, please call your Census contact or (301) 763–4832 for assistance.

IF ALREADY IN THE SYSTEM:

If you have just reported for the current month and need to correct data for a previous month, say yes or press "1" when you are asked if you want to report data for another month. Say or enter the number that corresponds to the month you are correcting. If you are not correcting data for all items, say blank or press the # key for the data items that require no correction, DO NOT SAY OR PRESS ZERO. Say or enter the corrected data when prompted for the particular item being changed.

IF NOT IN THE SYSTEM:

Call into the system using the toll-free number. When prompted for the month, say or enter the number that corresponds to the month you are correcting. If you are not correcting data for all items, say blank or press the # key for the data items that require no correction, DO NOT SAY OR PRESS ZERO. Say or enter the corrected data when prompted for the particular item being changed.

Note: When a "zero" is entered it is interpreted as $0.

VOICE/TOUCHTONE REPORTING

> *Instructions: Responses are made by speaking clearly into the telephone and using the key pad of your touchtone telephone. Please have your Census File Number, or CFN, ready to enter into the system. It is located in the box in the center of your report form. If you need assistance determining the CFN, you can call (301) 763-4834. The information you submit will be read back to you after each entry; please say yes or press 1 if it is correct or say no or press 2 if it is incorrect. Do not report decimals. To enter a negative number, say or enter zero before the data. If you have completed entry of your data, you may press the star key to skip the remaining items. If a data item is blank you may either say blank or press the pound key to move to the next item.*

COMPUTER:

You have reached the Census Bureau Data Entry System for the M3 Survey. Unauthorized use is prohibited. Please listen carefully because the prompts have changed. This system accepts spoken numbers or touchtones for your reporting period, and data categories. Do you want to hear complete instructions, please say yes or no.

Please use touchtone to enter your 11-digit CFN number now.
Say the name of the month for which you are reporting data.
You are reporting data for the month of
_____. Is this correct, yes or no?

Say the time period your data cover. For calendar month, say 1; for a 4-week period, say 4; for a 5-week period, say 5; for other, say 9.
Your data cover a _____. Is this correct, yes or no?

Say your sales data now.
Sales are _____. Is this correct, yes or no?

YOUR RESPONSE:

Say yes to hear the instructions, say no to begin keying your data.

Enter the 11 digits of the CFN number on your M3 form.

For example, for January, say January or press 01; for February, say February or press 02; for October, say October or press 10.

Say yes or press 1 if correct, say no or press 2 if incorrect.

Say or press the numeric code that most accurately describes the time period your data cover. If you say or press 9, an M3 analyst will call for details.

Say yes or press 1 if correct, say no or press 2 if incorrect.

Say your sales data. If you key your sales data, you can press the # key afterwards to speed up the process.

Say yes or press 1 if correct, say no or press 2 if incorrect.

(POTENTIAL BYPASS TO TOTAL INVENTORY DEPENDING ON INDUSTRY CATEGORY BEING REPORTED)

Say your new orders data now.
New orders are _____. Is this correct, yes or no?

Say your new orders data. If you key your new orders data, you can press the # key afterwards to speed up the process.

Say yes or press 1 if correct, say no or press 2 if incorrect.

Say your unfilled orders data now.
Unfilled orders are _____. Is this correct, yes or no?

Say your unfilled orders data. If you key your unfilled orders data, you can press the # key afterwards to speed up the process.

Say yes or press 1 if correct, say no or press 2 if incorrect.

Say your total inventory data now.
Total inventory is _____. Is this correct, yes or no?

Say your total inventory data. If you key your total inventory data, you can press the # key afterwards to speed up the process.

Say yes or press 1 if correct, say no or press 2 if incorrect.

Say your materials and supplies data now.
Materials and supplies are _____. Is this correct, yes or no?

Say your materials and supplies data. If you key your materials and supplies data, you can press the # key afterwards to speed up the process.

Say yes or press 1 if correct, say no or press 2 if incorrect.

Say your work in process data now.
Work in process is _____. Is this correct, yes or no?

Say your work-in-process data. If you key your work-in-process data, you can press the # key afterwards to speed up the process.

Say yes or press 1 if correct, say no or press 2 if incorrect.

Say your finished goods data now.
Finished goods are _____. Is this correct, yes or no?

Say your finished-goods data. If you key your finished-goods date, you can press the # key afterwards to speed up the process.

Say yes or press 1 if correct, say no or press 2 if incorrect.

Has there been any change in your name and address, company contact or operational status since your last report? Yes or no.

If you say yes or press 1, you will be prompted after the beep to leave a voice mail message detailing your changes.

Do you want to report data for another month? Yes or no.

If you say yes or press 1, the process is repeated.

Do you have data for another report? Yes or no.

If you say yes or press 1, the process is repeated.

Thank you for your data. Please call again next month.